PowerPoint Jeopardy

Download the file titled "*Single Blank Jeopardy*" to your Desktop.
On your Desktop, double-click the file named "*Single Blank Jeopardy*"
Decide on a file name for the game you are going to create
On the menu bar at the top of your screen, click on **File → Save As**
- Type in the name of your new file, and click on SAVE

Naming the Categories

In Slides 2-7, type the names of your game categories. The white text on all of the slides is in the form of Word Art. To edit this text, follow these steps:

1. Place your cursor over a white portion of the text.
2. When it turns into a four-sided arrow, right-mouse-click.
3. The pop-up menu you see at the right will appear.
   Select **Edit Text**

4 The "Edit WordArt Text" box appears. Enter the desired category name, and click OK
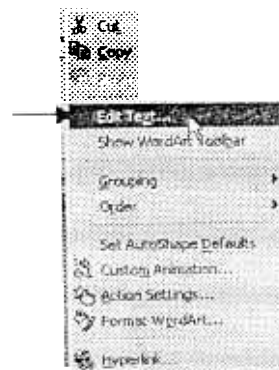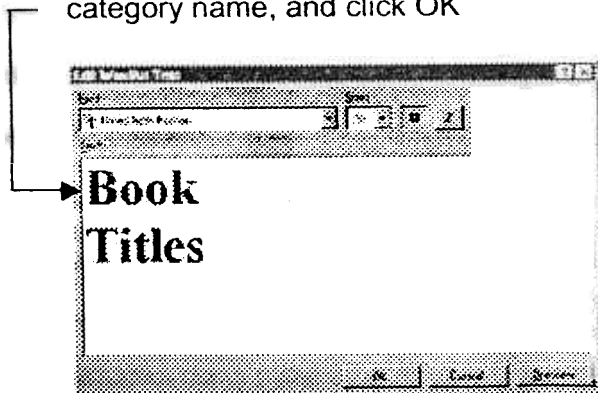
5. After you clicked on OK, the new category name should appear on your slide.

Note: *You may have to adjust the size of the new text in your Word object. Do so by selecting one of the white handle bars that surround the item; hold down the left mouse button, and drag to desired size.*

6. Slide 8 is the Jeopardy game board. You will need to type in your category names once more at the top of the board. Place your cursor over the white portion of the text. When a four-sided arrow appears, right-mouse-click.

> **Note:**   *These are very small WordArt objects, and getting that four-sided arrow to appear can be tricky!*

7. Follow Steps 3-5 as outlined on page 1

Entering Text for a Jeopardy Question
All questions are in the form of a Word Art object. To edit the text, follow Steps 1-7 as outlined on pp. 1-2.

Note: If your question is longer, you will have to put in the line breaks yourself. If you just keep typing when you enter the text, it may appear as though there are line breaks, but PowerPoint is actually putting it all in one long line! This produces some very interesting WordArt objects, but they are usually unreadable!

Entering Text for a Jeopardy Answer
All "answer" slides are covered by an invisible action button that allows you to return to the game board by simply clicking. Think of this action button as a piece of clear plastic wrap stretched over the top of the slide. You have to take the plastic wrap at least part way off in order to get to what's underneath it. Follow these steps:

1   Click anywhere on the answer slide

2.   You will see 8 small white boxes appear around the perimeter of your slide. These are the "handle bars" that belong to the invisible action button.

3.   Click-and-hold on the white handle bar in the middle of the right-hand side of the slide. Drag the white handle bar approximately 2/3 of the way back across the slide and release the mouse button.

4   Move your cursor over an exposed letter in the WordArt object. When your cursor turns into a 4-sided arrow, right-mouse-click and edit the WordArt text as outlined on pp. 1-2.

5. **It is very important** that you "replace the plastic wrap" before moving on to the next slide.

   A. Move your cursor to the left-hand side of your slide

   B. When it moves over the invisible action button, your cursor will turn to a 4-sided arrow. Do a left-mouse click to select the invisible action button.

   C. Click-and-hold on the white handle bar to drag the "plastic wrap" back across the slide. Release the mouse button.

Note: Final Jeopardy
Located in the bottom-ride corner of the Jeopardy game board is a small yellow star. This is the link to the Final Jeopardy Question.

The word "Category" is a WordArt object, and should be edited to reflect the category of your chosen "Final Jeopardy" question.
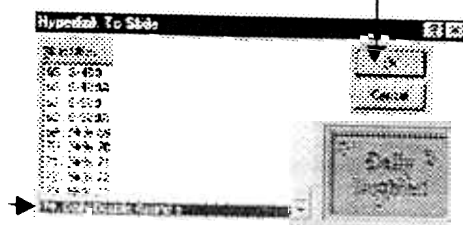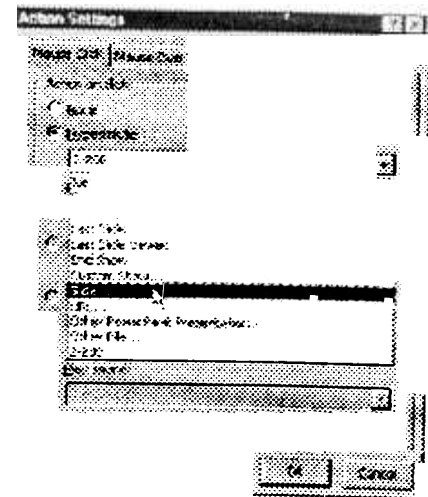
Setting Up the Daily Double Slide
In the "blank" version of this Jeopardy game, the Daily Double is located in Category 5 for $400. You can move the Daily Double to any category and amount that you wish.
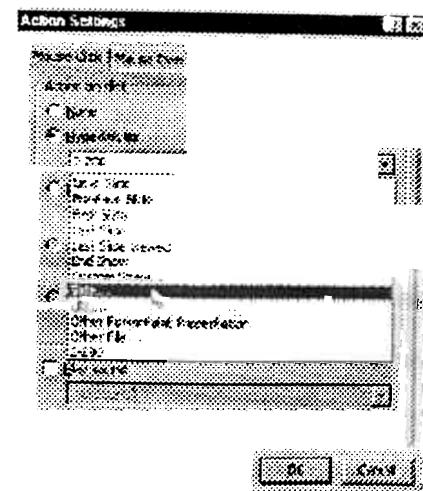
1. On Slide 8, click on the Jeopardy square that you want to be the Daily Double square. That square will turn white, with a diagonal-line border around it. The text is still yellow at this point.

2. Using your cursor, highlight the dollar amount. After it is highlighted, the square will appear black and the text will be dark blue.

3   On the menu bar at the top of the screen, click on
Slide Show → Action Settings

4   In the "Action Settings" box, select HYPERLINK TO
and then click on the down arrow in the box below.

5   Select SLIDE

6   The "Hyperlink to Slide" box appears.
Select the Daily Doube slide (#74), and then
click OK.

The Action Settings box appears
again. Click OK to confirm your
choice.

8   Go to the Daily Double (Slide 74), and click once in any blue portion of the
slide.

9   You will see white handles appear around the perimeter of the invisible
action button that covers this slide.

10   On the menu bar at the top of your screen, click
on **Slide Show → Action Settings.**

11   In the "Action Settings" box, select
HYPERLINK TO and then click on
the down arrow in the box below.

12   Select SLIDE

13.   The "Hyperlink to Slide" box appears.
Select the slide that will be the
Daily Double question, and then
click OK.

14   The Action Settings box appears
again. Click OK to confirm your
choice.